

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Date **Application Number** Office of State Superintendent of Schools Special Staff Date Received Application Number **Date Completed** Atlanta, Georgia FEB 1 9 1981 | MAR 1 1 1981 2. Person to Contact **Working Title Telephone Number** Phyllis Cook Principal Secretary 656-2598 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1979 To Date Legal Assistant's Correspondence Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the State Superintendent of Schools-Special Staff is responsible for the coordination of the Department of Education's support on proposed legislation that affects the Department or education in general; and for the coordination of activities between the Department of Education and the Attorney General (Department of Law) concerning litigation and/or other legal matters. The Special Staff works closely with local school officials and lay persons in behalf of the State Superintendent of Schools and the State Board of Education. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Monitoring, through correspondence, legal aspects of the relationship of the Department of Education with the local school systems and the Included are: Copies of correspondence and memoranda to or from the legal assistant. File is arranged in two (2) parts; Part I - Departmental: chronologically by calendar year; thereunder organizationally by units within the Department. File is arranged: Part II - School Systems: chronologically by calendar year; thereunder alphabetically by school system. 8. Monthly Reference Rate How often are records referred to which are: One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_ 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES						
	NO	10. Questionnaire	(Place an "X" in the proper	column)		
$L_{x_{-}}$		a. Is this the office If not, where i	cial copy of the series?			
X		b. Does the series	contain confidential information	on requiring security handling? If yes, cite law or regulation pecial Education; Family Privacy Act of	n. 1974	
	_X_	c. Is this a vital re		pestar nativa folly family 1114 acy Acc of		
	_X_	d. Does this serie	have historical or long term re	search value?		
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<b>-</b>	X	documents be	scheduled separately?	published? If yes, attach copy.	· — -,· <u>-</u> ·	
	<b>X</b> _	g. Is the information	ion contained in this series ever	analyzed and/or recorded in a summarized report?		
<b>-</b>	<b>X</b> -0;	If yes, attach o		ice, or in another office or agency?		
v	- 01		<del>-</del>	te Superintendent of Schools Office.		
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L	••	j. Does the recor	d series result in a computer pri	· · · · · · · · · · · · · · · · · · ·		
11.	Retent	tion Requirements	The following requ	ires the series to be kept:	·	
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12.	Appro	ved Disposition Insti		mends that the file series be cut off at the end of each:		
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